

**CLEMSON**  
UNIVERSITY  
**Departmental Bylaws Routing Sheet Requirements**  
based on 2018-2019 *Faculty Manual*

In accordance with the *Faculty Manual* Chapter VII, section L2d, "Departmental bylaws must be approved by faculty who are accorded voting rights in accordance with Departmental bylaws and reviewed by the Provost or designee for consistency with the *Faculty Manual*."

This document is intended to support the documentation of the required approvals.

Department: Agricultural Sciences

College: College of Agriculture, Forestry and Life Sciences

The attached bylaws were approved at the Departmental Faculty Meeting on: 8/18/2017

Faculty Manual Editorial Consultant



I have reviewed this document for conformance to the Clemson University *Faculty Manual*.

Provost or designee

Robert H Jones  
Robert H Jones (Feb 14, 2019)

Feb 14, 2019



Approved



Revision Required (see comments)

**Requirements for DEPARTMENTAL BYLAWS – 2018-2019 *Faculty Manual***

**Department: Agricultural Sciences**

**Date**

**1/29/2019**

*NOTE:* This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*. Updated 8/16/18. Note that only some section references have changed since 2017-2018, but no other content has changed.

**Compliance**

Requirement	Reference	Yes	No	N/A
1 Departmental bylaws may not contradict the Faculty Manual	Ch II, A1c			
2 Statement that departmental bylaws may not contradict the <i>Faculty Manual</i>	Ch VII, L2f		X	
3 The TPR document is distinct from departmental bylaws	Ch IV, D1c	X		
4 Specification of approval process to appoint faculty to special ranks	Ch III, D2a		X	
5 Process for selecting search and screening committees for special rank faculty OPTIONAL	Ch III, D2a			X
6 A statement that individuals with special faculty ranks have voting privileges; If this statement is not included then voting privileges ARE NOT granted to faculty with special ranks. OPTIONAL	Ch III, D2g	X		
7 Requirements for the appointment of research faculty	Ch III, D2i, i(2)		X	
8 Requirements for the reappointment and promotion of research faculty	Ch III, D2i, i(5)		X	
9 Requirements for the appointment of extension faculty	Ch III, D2i, ii(3)		X	
10 Requirements for the reappointment and promotion of extension faculty	Ch III, D2i, ii(6)		X	
11 Specification of the process for initiating the appointment of clinical faculty	Ch III, D2i, iii(2)		X	
12 Specification of the process for initiating the appointment of professor of practice faculty	Ch III, D2i, v(4)		X	
13 Specification of the composition and selection process of members of departmental search and screening committees for regular faculty	Ch IV, B5a, i(1)		X	
14 Procedures for recruiting and evaluating special ranks faculty	Ch IV, B5b, i		X	
15 Procedures for selecting search and screening committees for special rank faculty OPTIONAL	Ch IV, B5b, i(1)			X
16 Specification of how the TPR Committee shall solicit recommendations from senior lecturers for reappointment of lecturers, promotion review of lecturers to senior lecturer, and reappointment review of senior lecturers. NOTE: This may also be in TPR Guidelines	Ch IV, D1g			X
17 Procedures for electing the Post-Tenure Review Committee separate from the TPR Committee	Ch IV, F4a and b	X		
18 Only tenured faculty may serve on the PTR Committee	Ch IV, F4b	X		
19 The PTR Committee shall have a minimum of three members	Ch IV, F4c	X		
20 Faculty members in Part II of PTR are not eligible to serve on the PTR committee	Ch IV, F4d		X	
21 The PTR Committee shall elect its own chair	Ch IV, F4e	X		
22 Process for electing an external PTR member if this is part of the Post-tenure review process OPTIONAL	Ch IV, F6a, ii			X
23 Policy if external letters are required are required for post-tenure review	Ch IV, F6a		X	
24 Other duties assigned to the department chair OPTIONAL	Ch VI, I2p			X
25 Mechanism to elect members to college committees unless otherwise required OPTIONAL	Ch VII, L7a	X		
26 Mechanism to elect members to university and college committees in the case of vacancies OPTIONAL	Ch VII, D2a, i	X		
27 There shall be at least one department faculty meeting per long semester	Ch VII, L3a	X		
28 Opportunity to establish separate Undergraduate and Graduate Curriculum Committees OPTIONAL	Ch VII, L4b			X
29 Departmental curriculum committees elect their chairs	Ch VII, L4c	X		
30 Every department shall have a standing advisory committee in the departmental bylaws	Ch VII, L5a	X		
31 Other standing committees shall be established in departmental bylaws	Ch VII, L6d	X		
32 Bylaws must be congruent with identification of committees whose voting membership is restricted to regular faculty	Ch VII, L7a	X		

1 Department of Agricultural Sciences

2  
3 Faculty Bylaws

4  
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41 **Preamble**

42 As part of the College of Agriculture, Forestry, and Life Sciences, the Department of  
43 Agricultural Sciences was created August 2016 to provide unified education, research, and  
44 extension programs that address public needs in agribusiness, agricultural education, and  
45 agricultural mechanization. This document contains formal statements of purpose, structure, and  
46 operation for the department. It has been prepared as a requirement of the University  
47 Administration for establishment of academic governance and general operating procedures.  
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49

50 **Article I. Mission**

51 The mission of the Department of Agricultural Sciences is to provide excellence in instruction,  
52 scientific inquiry, and outreach to the citizens of South Carolina, our nation, and the world.  
53  
54

55 **Article II. Membership**

56 Voting membership of the department faculty shall consist of all department members who are  
57 identified as Regular Faculty using the definition in the current Faculty Manual. These faculty  
58 members (identified as “Regular Faculty” throughout these Bylaws) shall have the right to vote  
59 on all departmental governance and academic issues and serve on departmental committees,  
60 noting that some committees, such as the Tenure, Promotion and Reappointment Committee,  
61 have their own bylaws and may further restrict participation to certain categories of faculty  
62 members. Special Faculty, using the definition in the current Faculty Manual, and Emeriti  
63 Faculty may participate in faculty meetings but are not eligible to vote on departmental issues.  
64 The only exception is that Lecturers and Senior Lecturers have full voting privileges on matters  
65 related to academic issues. Staff, graduate students and undergraduates may participate in  
66 appropriate departmental activities and may serve on some committees.  
67

68 **Article III. Meetings**

69 The Department Chair shall call faculty meetings for the purpose of conducting ordinary and  
70 recurring business, for making special announcements, and for reasons not otherwise indicated in  
71 these Bylaws. Departmental faculty meetings shall be held at least two times each semester. The  
72 Department Chair shall also call meetings at the request of chairpersons of committees or at the  
73 written request of ten voting members of the faculty.  
74

- 75 1. Fifty-one (51) percent of the regular faculty shall constitute a quorum. A simple majority  
76 of the quorum will suffice for all votes except those affecting changes in bylaws.  
77 2. Voting may be carried out by e-mail when needed to allow all regular faculty to  
78 participate. Email ballot will contain a specified deadline for response with a minimum of  
79 five days. Email ballots will be collected by the Secretary and tabulation will not identify  
80 the voters.  
81 3. In cases where more than one option or person is on the ballot a runoff vote will be  
82 required whenever a single option or person does not receive a simple majority of the  
83 votes. An additional runoff vote will be taken between the two options that received the  
84 highest number of votes.  
85 4. A change in the Bylaws requires an affirmative vote of two-thirds of the regular faculty.  
86 Proposed amendments to the Bylaws must be provided to all the faculty in writing not

87 less than ten (10) working days prior to the meeting in which the amendment will be  
88 proposed.

89 5. Except where specifically stated in these bylaws the current version of *Robert's Rules of*  
90 *Order* will prevail.

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92 **Article IV. Organization**

93 The faculty of the department will cooperate to offer undergraduate and graduate degree  
94 programs.

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96 The Department Chair will be the administrator and will be assisted by the Faculty Advisory  
97 Council.

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99 The Department Chair will appoint the Graduate Coordinator for the department and any other  
100 coordinator that may be necessary in the future. A written description of the responsibilities for  
101 the Graduate Coordinator, and any other coordinator that may be needed in the future, will be  
102 maintained in a file by the chair.

103  
104 Mandated/Standing Departmental committees shall be established in compliance with the  
105 University Faculty Manual and Bylaws of CAFLS. Membership on some committees may  
106 include regular faculty, special faculty, graduate students, students, and staff, unless otherwise  
107 specified. Elections of faculty representatives to all mandated committees for the upcoming  
108 academic year will be completed before the fall semester begins. Special elections may be held at  
109 any time for the purpose of filling terms when the incumbent must resign. A listing of  
110 committee assignments will be distributed to all faculty and staff by the beginning of the fall  
111 semester.

112  
113 The Department Chair, or a designee in the Chair's absence, will serve as Moderator for all  
114 faculty meetings, except as otherwise specified by these Bylaws. The Department Chair will  
115 appoint a secretary for the faculty. Duties of the secretary will be to:

- 116 1. Distribute notices of upcoming faculty meetings to all regular faculty and other members  
117 of the department as appropriate.  
118 2. Ensure that accurate minutes of each meeting are taken, permanently filed, and made  
119 available to the faculty.  
120 3. Forward minutes of departmental meetings to the Dean of CAFLS and other  
121 administrators as appropriate for their information.  
122 4. Maintain and update the Department Manual and Bylaws, distributing additions and  
123 updates to the regular faculty and others as appropriate.

124  
125 **Section 1. Faculty Advisory Council**

126 The Faculty Advisory Council shall represent the faculty interests and provide support to  
127 the Department Chair by advising on: (a) academic and departmental resource issues, (b)  
128 the development and revision of departmental strategic plan, and (d) any urgent issue as  
129 needed. In addition to these duties the Faculty Advisory Council will assist the  
130 Department Chair on the establishment of departmental search committees for regular  
131 and special faculty as well as job descriptions and selection criteria. The council will  
132 meet as needed to advise the Department Chair.

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The Faculty Advisory Council will be composed of the Graduate Coordinator, one regular faculty representative from each of the academic programs in the department, and two faculty representatives for PSA; one for extension and one for research. The faculty representatives will be elected by the program faculty that they represent. The extension PSA representative will be elected by faculty with at least a 50% extension appointment. The research PSA representative will be elected by faculty with at least a 50% PSA research appointment. Term of service on the committee will be three (3) years from the date of election. To maintain stability and continuity, the rotation of the committee will be established so that no more than one-third of the committee membership will rotate off each year.

**Section 2. Tenure, Promotion and Reappointment of Regular and Special Faculty**

The composition and procedures for tenure, promotion and reappointment for Regular and Special Faculty, except for Research Faculty and Extension Faculty, are given in the document entitled: Bylaws of the Tenure, Promotion and Reappointment Committee of The Department of Agricultural Sciences.

The Department Chair shall be responsible for the annual review and reappointment of Research Faculty and Extension Faculty with input from REC Directors or other administrators as appropriate based on duty location and appointment. The Chair will include factors such as external funding, publications, extension programs, or performance of other duties assigned.

**Section 3. Post-Tenure Review Committee**

The Post-Tenure Review Committee shall conduct post-tenure reviews of all tenured faculty in accordance with guidelines contained in the Faculty Manual. The faculty shall elect a chair by the beginning of the fall semester. The Committee chair will determine the faculty in the department who require post-tenure evaluation. The chair will evaluate each case based on the criteria for Part I Post Tenure Review in the Faculty Manual. The Committee chair will fulfill the initial review requirements with the Department Chair.

If faculty exist within the department that require the more extensive evaluation as described in Part II Post Tenure Review in the Faculty Manual then the Committee chair will call for an election to fill out the remainder of the Post-tenure Review Committee. The committee will include a minimum of three (3) tenured regular departmental faculty members (including the committee chair). One (1) member will represent the primary appointment for the individual(s) being evaluated (teaching, research, or extension) and one (1) member will represent the primary program or discipline of the individual(s) being evaluated. The third individual can be from the department at-large.

**Section 4. Curriculum Committee**

Membership on the Department Curriculum Committee is restricted to regular faculty, and senior lecturers.

178 The Curriculum Committee reviews and acts on all proposals dealing with curricula for  
179 which the Department has responsibility. The Department Curriculum Committee shall  
180 have one representative elected from each program (Agricultural Education,  
181 Agribusiness, and Agricultural Mechanization and Business). All terms begin at the  
182 beginning of the fall semester and will be for three years and are staggered to achieve  
183 continuity. The Department Curriculum Committee shall elect their chair for a term of  
184 one year. The Chair will serve as the representative to the College (CAFLS) Curriculum  
185 Committee and must be a member of the regular faculty as required for membership on  
186 the college committee.

#### 187 Procedures of the Department Curriculum Committee

- 188 a. The Committee will only act upon matters that have been approved by the faculty of  
189 the academic program(s) impacted by the proposed change. The program  
190 representative(s) has the duty to inform and solicit input from all faculty members  
191 associated with that major. The committee will meet two weeks prior to all scheduled  
192 College Curriculum Committee meetings.  
193
- 194 b. For substantial curricular changes, the Committee will make a recommendation,  
195 which will be presented at a Departmental faculty meeting for approval prior to being  
196 submitted to the College Curriculum Committee for consideration. Substantial  
197 curricular changes are defined as any creation, deletion, or merging of majors,  
198 minors, degree programs, certificate programs, concentrations areas, or emphasis  
199 areas within majors or degree programs or any substantive modification to an existing  
200 degree program (i.e., any change to a degree program that would require CHE  
201 approval).  
202
- 203 c. For routine curriculum and course change matters, the Committee will act on behalf  
204 of the faculty of the Department, based on the input from relevant faculty. The  
205 Committee may elect to refer any matter to a Department faculty meeting if wider  
206 faculty input is desired. Routine matters include, but are not limited to, addition or  
207 deletion of individual courses, changes in course description or prerequisites, changes  
208 in course grading or credits, or limited modification of an existing degree program  
209 (i.e., changes not requiring CHE approval).  
210
- 211 d. In making course and curricular recommendations, the committee's primary  
212 consideration is on University requirements and the accreditation and certification  
213 requirements of the professional fields represented by the respective degree programs  
214 of the department.  
215
- 216 e. Agenda matters to be considered by the committee will be initiated by program  
217 faculty using the University's Curriculum and Course Change System. Once  
218 completed, these materials are to be submitted to the Committee Chair at least two  
219 weeks prior to the scheduled meeting of the Department Curriculum Committee. The  
220 Committee Chair will compile these materials into an agenda that will be distributed  
221 to all Committee members prior to the Department Curriculum Committee meeting.  
222  
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- 224 f. All approved course actions and curriculum actions will be forwarded to the  
225 Department Chair for signature. Upon approval by the Department Chair, the action  
226 will be returned to the Committee Chair for submission to the College Curriculum  
227 Committee.  
228  
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### 230 **Section 5. Graduate Program Committee**

231 The graduate program committee will be chaired by the Graduate Program Coordinator.  
232 The other members of the Graduate committee will be the three academic program  
233 representatives that were elected by the faculty to serve on the Faculty Advisory Council.  
234

235 The duties of the Graduate Program Coordinator are:

- 236 1. Coordinate recruiting of students for the various graduate programs.
- 237 2. Make sure all requirements of the Departmental Graduate Program Manual have  
238 been followed prior to acceptance of a graduate student.
- 239 3. Monitor graduate student progress and compliance with graduate program  
240 requirements.
- 241 4. Ensure that faculty serving on Graduate Student Committees are fulfilling their  
242 duties as defined in the Departmental Graduate Program Manual in a timely  
243 manner.
- 244 5. Recommend changes or penalties to the Department Chair for lack of compliance  
245 with the Departmental Graduate Program Manual by students or faculty.  
246

247 The Graduate Program Committee will be responsible for the development of a  
248 Departmental Graduate Program Manual and to make revisions to the manual in the  
249 future as needed. The Departmental Graduate Program Manual will include the  
250 following:

- 251 1. All requirements for admission to graduate degree programs within the  
252 department and for college graduate programs in which the AS faculty can  
253 participate (*e.g.* Plant and Environmental Sciences).
- 254 2. All degree requirements and student responsibilities for graduate students in the  
255 AS department.
- 256 3. All responsibilities and requirements for the graduate student committee chair  
257 (major professor), and members of graduate student committee.
- 258 4. All departmental requirements for numbers and composition of graduate student  
259 committees.
- 260 5. The manual must also specify all of the Graduate School requirements for all  
261 graduate degree programs
- 262 6. The manual must include means to effectively track student progress, insure  
263 compliance with Graduate School requirements, and include penalties for lack of  
264 degree progress or poor performance.  
265

266 The Departmental Graduate Program Manual must be submitted to the faculty for review,  
267 and be approved by vote of the regular faculty. Future revisions of the Departmental  
268 Graduate Program Manual requires approval by vote of the regular faculty.  
269



270 Other responsibilities of the Graduate Program Committee are listed below.

- 271 1. Coordinate the review of student applications to the graduate program by regular
- 272 faculty of the department outside of the Graduate Program Committee.
- 273 2. Coordinate university fellowship applications for prospective graduate students.
- 274 3. Coordinate assignment of faculty advisors and potential means of financial
- 275 support for graduate students prior to acceptance to the program.
- 276 4. Make decisions on graduate student acceptance based on available of faculty
- 277 advisors, and available funds for teaching assistantships, research assistantships,
- 278 or other means of financial assistance.

### 279 **Section 6. Scholarship and Awards Committee**

280  
281  
282 The Scholarship and Awards Committee will be composed of regular faculty members  
283 and senior lecturers. The committee shall include one representative from each academic  
284 program in the Department. The committee will elect a chair from its membership. Term  
285 of service on the committee will be three years beginning the fall semester of the year  
286 elected. To maintain stability and continuity, the rotation of committee members will be  
287 established so that no more than half of the committee membership will rotate off each  
288 year.

289  
290 The committee will inform all faculty, staff, and students of the availability of academic  
291 and professional awards and scholarships. The committee will identify specific  
292 Department faculty, staff, and students who may qualify for relevant awards and  
293 scholarships and encourage and assist these individuals with their applications for these  
294 awards and scholarships. The committee will cooperate with the Clemson University  
295 Foundation to ensure that endowed funds are managed and used in accordance with the  
296 specifications of the fund donors and the policy of the Foundation.

### 297 **Section 7. Assessment Committee**

298  
299 This committee will be responsible for coordinating the completion of assessment  
300 documents and artifact files required by the various majors and programs within the  
301 department. The purpose of the committee is to facilitate cooperation that will lead to  
302 sharing of resources, expertise, and the efficient collection of materials and  
303 documentation. The committee will be composed of at least one (1) person (faculty or  
304 staff) from each major or program that requires development of documents and artifacts  
305 for assessment. The term of appointment will be five (5) years to provide for continuity in  
306 assessment processes.

### 307 **Section 8. Ad Hoc Committees**

308  
309 The Department Chair can establish special committees as deemed appropriate. These  
310 committees shall have such members and duties and terms of office as determined by the  
311 Chair with the advice of the Faculty Advisory Council. The term of an ad hoc committee  
312 will extend until their specific charge has been completed.

## 313 **Article V. Amendments**

314

315 These Bylaws may be amended at a meeting of the department regular faculty by an affirmative  
316 vote of at least two-thirds of the regular faculty. Proposed amendments must be endorsed, in  
317 writing, by at least 33 percent of the regular faculty. Proposed amendments must be distributed  
318 to the regular faculty by the Department Chair at least ten (10) days prior to a scheduled meeting.  
319

320 **Article VI. Ratification and Distribution**

321 These Bylaws and amendments to the Bylaws shall take effect when ratified by at least a two-  
322 thirds affirmative vote of the regular faculty of the Department of Agricultural Sciences and  
323 upon approval of the Department Chair, Dean of CAFLS, and the Provost.  
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# Review of Agricultural Sciences Departmental Bylaws

Final Audit Report

2019-02-14

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